

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

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EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Fiscal, Admin. And Information Technology Division	3. CLASS TITLE Associate Governmental Program Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-200-5393-802

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction of the Staff Services Manager (SSM) I, this incumbent performs the functions of a Personnel Liaison. The incumbent will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
35%	<p>All work is to be accomplished in accordance with the guidelines, policies, laws and regulations of the Department of Personnel Administration (DPA), State Personnel Board (SPB), Office of Human Resources (i.e., Personnel Operations Manual), Department of Finance, State Controller's Office, federal and state law (i.e., Americans with Disabilities Act, Family Medical Leave Act (FMLA), Labor Code Laws, etc.), Bargaining Unit Agreements, the Public Employee's Retirement System and/or the Department of General Services (DGS).</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to facilitate the hiring appointment and separation processes under the direction of division manager/supervisor and the guidelines listed above, and in liaison with the OHR Classification and Pay Analyst (C&P), Certification Specialist and Transactions Staff:</p> <ul style="list-style-type: none"> Prepares various personnel documents (e.g., Request for Personnel Action (RPA), Job Opportunity Bulletins (JOB), duty statements, key position descriptions, organizational charts, vacancy reports, position justifications, etc) by researching and evaluating SPB class specifications and DPA allocation guidelines; evaluating compliance with current guidelines, especially Essential Functions format, and entering information on RPA using Microsoft Office (e.g., word Visio, Excel, etc) and submitting these documents for required approvals.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>Essential Functions (cont.)</p> <ul style="list-style-type: none"> Analyzes office needs, evaluates alternatives and makes recommendations for filling hard to fill positions by consulting with hiring manager and C&P Analyst. Coordinates with the Certification Specialist for employment lists and contact letters to coincide with the final file date of the JOB by monitoring the contact letters response, certification list clearance and expiration dates. Reviews and evaluates selection criteria, interview questions and rating criteria developed by hiring manager/supervisors for appropriateness by comparing these documents with the duty statement and JOB. Evaluates applicant's qualifications for job-related knowledge, skills and abilities by reviewing applications and verifying applicant's eligibility. Participates on hiring interview panels as requested by hiring manager/supervisor. Initiates and oversees completion of the appointment and separation documents by communicating with office attendance clerk to ensure timely and complete submittal to Personnel Specialist, Transaction Unit for processing. Maintain complete and accurate records of above processes by creating electronic files of various documents.
25%	<p>In order to assist managers and supervisors in developing and administering the Department's examination plan</p> <ul style="list-style-type: none"> Prepares and implements the Department's examinations by consulting and providing technical assistance on examination; Works with Subject Matter Experts, and department staff to enhance to selection procedure, identifies problems, make recommendation to improve, and selection services. Sends examination information and related documents to DGS for input into the State Personnel Board on-line exam system in order to create a record and generate various exam documents and reports needed to process and administer the exam in accordance with established procedures, the Selection Manual, SPB guidelines and the Federal Uniform Guidelines on Employee Selection. Acts as chairperson or proctor for QAP/written examinations to ensure that the proceedings adhere to SPB laws and rules and established guidelines governing the selection process.
10%	<p>In order to provide human resources-related support to EMSA management team as requested:</p> <ul style="list-style-type: none"> Consults with appropriate Human Resources Unit for direction on personnel related matters (e.g., AWWWS, FMLA eligibility, etc) by discussing the relevant issues and researching information. Consults with appropriate Office of Insurance and Risk Management staff for direction on medical and safety-related (Worker's Comp, Reasonable Accommodation, FMLA, etc.) by discussing related issues and researching information provided.
10%	<p>In order to assist supervisors in resolving and correcting performance issues, advises managers and supervisors concerning employee performance appraisals, corrective and/or adverse action by meeting with manager/supervisor and consulting with TPES.</p>

	Essential Functions (Cont)
10%	<p>In order to improve personnel-related processes and systems provides technical expertise, training, guidance, assistance and support to departmental employees, supervisors and managers on a variety of administrative personnel matters by updating management and staff of current and upcoming personnel changes.</p>
5%	<p>In order to provide information on the collective bargaining agreements, interprets and administers provisions of collective bargaining agreements in the course of assisting managers, supervisors and represented employees by reviewing and analyzing manual, policies, regulatory requirements, proposed legislation, etc and determining the impact on unit operations and staff utilizing various resources (e.g., collective bargaining contracts, Labor Relations/Employee Relations Officer, DPA, etc.) on as needed basis.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Research and respond to questions from State employees, candidates seeking State employment and the public.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to work with independence under general direction; • Ability to handle multiple priorities effectively; • Ability to communicate effectively and make presentations before groups • Strong written communication skills with the ability to analyze data and independently prepare proposals and justifications • Ability to negotiate complex, controversial, or sensitive matters under stressful conditions, and the ability to independently resolve disputes; and, • Ability to develop effective working relationships with all levels of staff. <p>SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.</p> <p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p>

INTERPERSONAL SKILLS

- Ability to work well with a team or independently.
- Ability to take and follow direction from supervisors.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Requires appropriate dress attire for a professional office environment.
- Requires the ability to effectively handle stress, multiple tasks calmly and efficiently.
- Excellent communication skills.
- Maintain confidentiality of sensitive, personnel-related work.